



League of Women Voters Online Database User Guide

Table of Contents

Accessing the System	4
Message Center	5
Your League Home Page	6
Updating League Information.....	7
Update League	7
Mail To	7
League Dues.....	8
Updating Your League Officers	9
MICF – Member Information Change Form.....	12
Add Member	15
Expire Dates	16
Roster.....	17
Viewing Your Roster Online.....	18
Download Roster	20
Householding Records	22
Summary Sheet	23
Change Password	24
Email System	25
Using a Template	26
Editing the Email.....	28
Segment.....	28
Creating a Header	28
Creating a Footer	29
Fields	29
Adding Merge Fields to the Email	29
Deleting Merge Fields.....	30

Selecting the Recipients and Previewing the Records.....	30
Sending the Email.....	35
Creating an Original New Email.....	36
Signout.....	38
Member Codes.....	39
Member Status Codes.....	39

Accessing the System

League of Women Voters Online MICF and Roster can be accessed using Microsoft Internet Explorer or other common web browser.

Start your web browser (Internet Explorer, etc). In the address field please enter: <https://member.lwv.org/>

This will bring up the Login page.

Enter the User ID or League email address and password supplied by the national office. The password is **CASE SENSITIVE**. Turn your **caps lock off**.

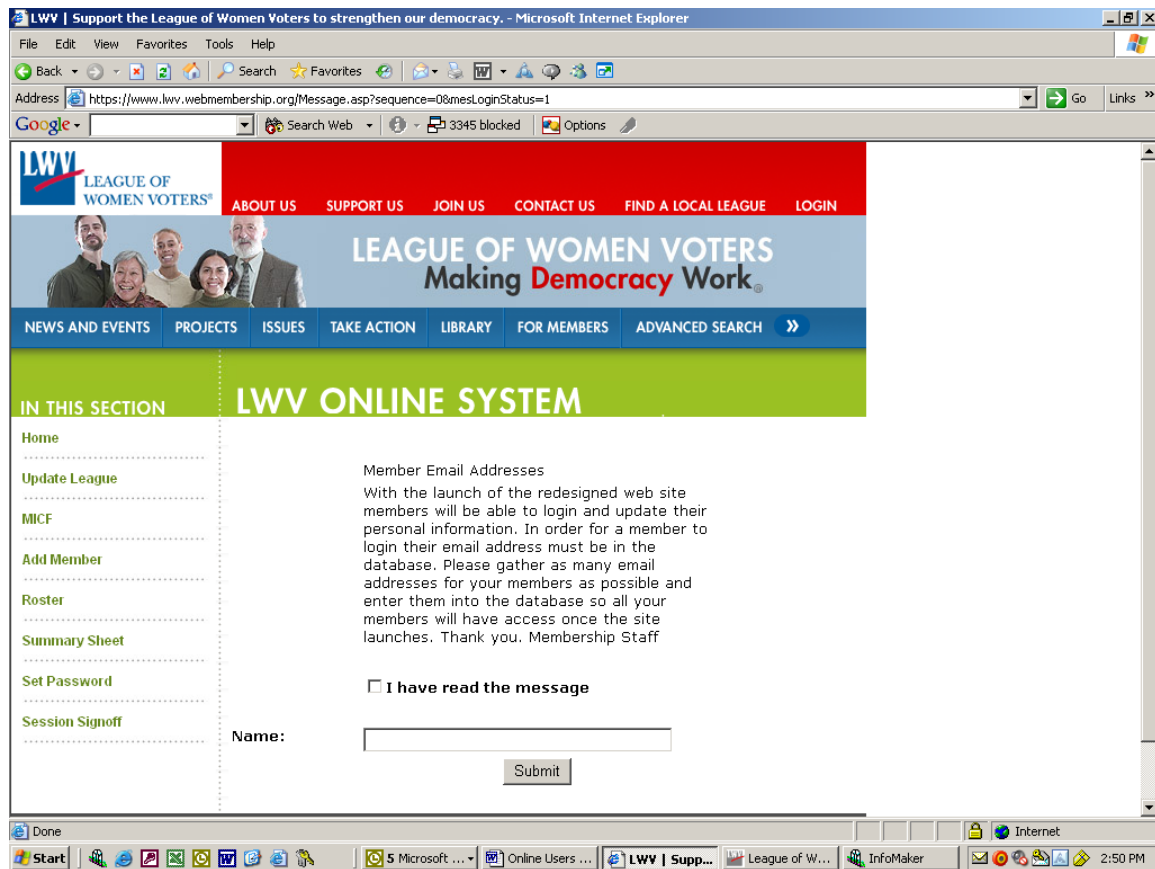
Press **Login** to login. The Message Center page will appear.

The system allows you to access various pages to view or edit your League's and members' information. The links are on the left side of the page in **green**..

Message Center

From time to time LWVUS will send a message/information to your League. This message center will be one of the many ways we will communicate with you. Messages which need your immediate attention will be placed here.

If there are no messages, then, your League Home Page will appear.



Your League Home Page

The League Home Page will appear, displaying your League information. **It should not contain an individual member's information even if he/she is an officer of the League.** The information on this page is used to send postal mail and email to your League.

LEAGUE OF WOMEN VOTERS
Making Democracy Work®

NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH »

IN THIS SECTION

- Update League
- Add Officer
- League Dues
- MICF
- Add Member
- Expire Dates
- Roster
- Summary Sheet
- Message Center
- Change Password
- Your Home Page
- Signout

MY LEAGUE

League Home Page

Welcome Back, LWVUS!

Your Profile

Name:

Address: 1730 M Street NW
Apt/Suite #: Suite 1000
Washington DC 20036-0000

Phone:

Email: lwv@lwv.org
([Update your Information](#))

Your League Information

Member ID: 1468879
League #: US000
League Name: LWVUS

League Officers

ID	Title	Name	Start Date	End Date
1441393	Former National Board Member	Mrs. Isabelle Weber		Present

To update this page you would hit either the **Update League** link on the left hand side of the page or the **(Update Your Information)** link under the email address field.

Updating League Information

Update League

Allows the user to change the contact information for the League. The email address entered here may be used instead of the User ID when logging into the system. **This page should not contain an individual member's information even if he/she is an officer of the League.**

MY LEAGUE

IN THIS SECTION

- Update League
- Add Officer
- League Dues
- MICF
- Add Member
- Expire Dates
- Roster
- Summary Sheet
- Message Center
- Change Password
- Your Home Page
- Signout
- Email System

Your Profile

Street Address: test
Apt/Suite #: test
City: test
State: OHIO
Zip: 00000
Phone Number: (301) 444-4446
Email Address: testoh999local@gmail.co
Bad Address: ☒

Mail To

☒ League 1579221 - LWV-of-Ohio
Test, test, test, test, OH, 00000
☐ President 1657899 - Janice Kraus,
8306d old courthouse roadu, , vienna,
VA, 22182
☐ Mail Contact 1592136 - George
Washington, 1730 M Street, NW, Suite
1000, Takoma park, DC, 20036
☐ Management Team 1 -

League Dues

NEW FEATURE! You now have the ability to add your [local dues rate](#) into your League's information in the national database. Please take a minute to [add that data](#) now to your League's information.

League Officers

To update/change your officers, please click on the [Add Officer](#) link on the left hand side of the page and follow the instructions.

ID	Title	Name	Start Date	End Date
1579451	Current Treasurer	Ms. Olivia Haver	07/13/2009	Present

All the fields that appear may be edited. Remember that each time you change data in a field you must **TAB** to the next field for the change to become permanent.

The Bad Address fields allows you to designate the address as being undeliverable. If this field is checked and it should not be checked please click on the field to remove that designation.

Mail To

Allows you to select where postal mail will be sent. It allows you to select either:

- the League address, if your League has a separate office or post office box;
- the President of your League at her home address ;
- the Mail Contact you designate in the system; or
- if your League is run by a Management Team, the person listed as Management Team 1.

To make your selection, you would click in the circle next to your selection. In the example above the League is selected.

Also, in the example above you see the League address is in red with lines through it. This indicates that this address was removed from the League record. This information will remain in red for thirty days. If a change was made to any of these fields that change would be indicated in this manner.

Once all changes have been made, scroll down and hit **Submit Changes** for the changes to be stored in the database. There will be a message at the top of the page to indicate that the change was successful.

League Dues

You have the ability to add your local dues rate into your League's information in the national database. To do this you would hit either the **local dues rate** link or **add that data** link on the **Update League** page.

Once you hit either link the system will take you to the **League Dues** page.

All the fields that appear may be edited. The **Dues Type** field is a drop down menu. You would select the appropriate category for this field. The **Amount** field should contain the dues rate for the category at the left of that field.

Remember that each time you change data in a field you must **TAB** to the next field for the change to become permanent.

Once all changes have been made, scroll down and hit **Submit Changes** for the changes to be stored in the database. There will be a message at the top of the page to indicate that the change was successful.

The screenshot shows a web browser window displaying the 'MY LEAGUE' page of the League of Women Voters. The page has a red header with navigation links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the header is a blue banner with the League of Women Voters logo and the tagline 'Making Democracy Work'. A green sidebar on the left lists various options: Update League, Add Officer, League Dues, MICF, Add Member, Expire Dates, Roster, Summary Sheet, Message Center, Change Password, Your Home Page, Signout, and Email System. The main content area is titled 'MY LEAGUE' and contains a section for 'League Dues'. This section includes a description: 'You now have the ability to add your local dues rate into your League's information in the national database. Please take a minute to add that data now to your League's information.' Below this is a table with two columns: 'Dues Type' and 'Amount'. The 'Dues Type' column has a dropdown menu with options: Individual, First Household, Second Household, and Student. The 'Amount' column has input fields with values 3, 4, 2, and 1 respectively. At the bottom of the table is a green 'Submit Changes' button. The footer of the page contains a dark grey bar with links: News and Events, Project, Issues, Take Action, Library, For Members, About Us, Support Us, Join Us, Contact Us, Find a Local League, Login, Home, Privacy Policy, and a note 'Engineered by General Systems Corporation'.

Dues Type	Amount
Individual	3
First Household	4
Second Household	2
Student	1

Submit Changes

Updating Your League Officers

For your convenience, have a printed roster available for the Member ID required below.

To update your officers you would:

1. either hit the **Add Officer** link on the left hand side of the page or the **Add Officer** link under the **Leagues Officers** section. You will get the following page.
2. Enter the officer's Member ID or first and last name in the appropriate box and hit **Search**. Do not fill other boxes if you have entered the Member ID.

LWV | Support the League of Women Voters to strengthen our democracy. - Windows Internet Explorer

https://member.lwv.org/search.asp?officer=yes

Google

LWV | Support the League of Women Voters to streng...

NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH »

IN THIS SECTION

Update League

Add Officer

League Dues

MICF

Add Member

Expire Dates

Roster

Summary Sheet

Message Center

Change Password

Your Home Page

Signout

Email System

MY LEAGUE

US000 Search

1. Enter the officer's member id or first and last name, then click on "Search".
2. Click on the **Member ID**, select the **Title Code** from the drop-down box.
3. Enter the start and end dates then click "Submit Changes".

Member ID

First Name

Org/Last Name or Email

State

Zip

Search

The following page will appear. Based on your search criteria one or more names may be listed.

The screenshot shows a Windows Internet Explorer browser window displaying the LWV (League of Women Voters) member search page. The address bar shows the URL: <https://member.lwv.org/search.asp?cmd=search&officer=yes>. The page header includes the LWV logo and navigation links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the header is a banner with the text "LEAGUE OF WOMEN VOTERS Making Democracy Work®". A secondary navigation bar includes: NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. The main content area is titled "MY LEAGUE US000 Search". It contains instructions for searching and a table of results.

IN THIS SECTION

- Update League
- Add Officer
- League Dues
- MICF
- Add Member
- Expire Dates
- Roster
- Summary Sheet
- Message Center
- Change Password

MY LEAGUE US000 Search

1. Enter the officer's member id or first and last name, then click on "Search".
2. Click on the **Member ID**, select the **Title Code** from the drop-down box.
3. Enter the start and end dates then click "Submit Changes".

Member ID	League	Name	Address
1698987		Ms. Sally Pfeiffer	15536 Greenwood Ave N WA, 98133
1326451	IA411	Dorothy Sallis	321 East Arlington IA, 50703
1660216		Ms. Joan Sallis	5079 Beachwalk Way FL, 32550
1592133	US000	Mrs. Lela Sallis	1730 M Street, NW DC, 20036
1707554	US999	Lela Sallis	167 Elmira Street, Sw DC, 20032
1725168		Lela Sallis	123 VA, 20120

3. Click on the appropriate Member's ID number in **blue**. You will be taken to the following page.

The screenshot shows a web browser window displaying the League of Women Voters website. The page is titled 'Support the League of Women Voters to strengthen our democracy.' and shows a 'MY LEAGUE' section with an 'Add Officer' form. The form fields are as follows:

- Today's Date:** 3/9/2010
- Officer Name:** Capt. Janice Kraus
- League ID:** OH999
- Member ID:** 1657899
- Title Code:** Please select.. (drop-down menu)
- Start Date:** (mm/dd/yyyy)
- End Date:** (mm/dd/yyyy)

Buttons for 'Reset' and 'Submit Changes' are located below the form fields. The left sidebar contains links for 'Update League', 'Add Officer', 'League Dues', 'MICF', 'Add Member', 'Expire Dates', 'Roster', 'Summary Sheet', 'Message Center', 'Change Password', 'Your Home Page', 'Signout', and 'Email System'. The footer contains a list of links including 'News and Events', 'Project', 'Issues', 'Take Action', 'Library', 'For Members', 'About Us', 'Support Us', 'Join Us', 'Contact Us', 'Find a Local League', 'Login', 'Home', 'Privacy Policy', and 'Engineered by General Systems Corporation.'

4. Select the officer's title from the Title Code drop down box. Please enter only those officers listed in the drop-down box. *This list may not include all the officers in your League.* To insure that your League receives written communication by Internet or surface mail, there must be a name for the title of **Current Local President**.

IMPORTANT: You must enter both the Start Date and End Date.

5. Click on **Submit Changes**.

Continue to add other officers by following the steps beginning with item #1 in this section.

MICF – Member Information Change Form

To view and/or edit a member's information, select **MICF** from the options on the left-side of the page. The following **MICF** search page will appear. You can also access the **MICF** by clicking on the **Member ID** on the Roster.

Enter the Member ID or any combination of First Name, Last Name, League, Email Address, State and/or Zip, then press **Search** to locate the member.

Searches are not case sensitive and will only return members in your League.

The screenshot shows a web browser window titled "LWV | Support the League of Women Voters to strengthen our democracy. - Windows Internet Explorer". The address bar shows "https://member.lwv.org/search.asp". The page features the LWV logo and a navigation menu with links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the navigation menu is a banner for "LEAGUE OF WOMEN VOTERS Making Democracy Work®". A secondary navigation bar includes: NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. The main content area is titled "MY LEAGUE" and "US000 Search". On the left, a sidebar lists options: Update League, Add Officer, League Dues, MICF, Add Member, Expire Dates, Roster, Summary Sheet, Message Center, and Change Password. The "MICF" option is highlighted. The search form includes input fields for Member ID, First Name, Org/Last Name or Email, State, and Zip, followed by a green "Search" button. The Windows taskbar at the bottom shows the start button and various application icons, with the time displayed as 12:23 PM.

The search will return the results of all accounts that match. See below.

To see the details of a member record or make changes to it, click on the underlined **Member ID** shown in **blue** print.

The screenshot shows a Windows Internet Explorer browser window displaying the League of Women Voters (LWV) website. The address bar shows the URL: <https://member.lwv.org/search.asp?cmd=search>. The website header includes the LWV logo and navigation links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the header is a banner with the text "LEAGUE OF WOMEN VOTERS Making Democracy Work®". A secondary navigation bar contains links: NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. The main content area is titled "MY LEAGUE OH999 Search". On the left, a sidebar lists various actions: Update League, Add Officer, League Dues, MICF, Add Member, Expire Dates, Roster, Summary Sheet, Message Center, and Change Password. The search results table displays the following information:

Member ID	League	Name	Address
1579450	OH999	Mr. John Wayne	35 Old Town Road OH, 40000

The Windows taskbar at the bottom shows the start button, several application icons, and the system clock indicating 3:37 PM.

You will see the following page. The details of a member's record may be viewed and edited.

Update League

Update Officer

League Dues

MICF

Add Member

Expire Dates

Roster

Summary Sheet

Message Center

Change Password

Your Home Page

Signout

Email System

Today's Date: 11/18/2008

Your League ID: OH999

Your League Name: LWV of Ohio Test

Member ID: 1712373

MAL ID:

Member Status: Inactive

Member Code: L 1 V

Expire Date: 12 31 2010 (mm/dd/yyyy)

Prefix: Please select...

First Name: Jane

Middle Name: Doe

Last Name: Doe

Home Phone: (123) 456-789

Work Phone:

Email Address:

Bad Address:

Street Address: 1234 Main St

Apt/Suite #:

City: Dublin

State: OHIO

Zip Code: 11111

Country:

Birth Date: 05/13/1968

Gender: f

Join Date: 08/21/2007

Change Household Account

Use "Add Member" to create a new account prior to adding to household.

Household Change: Please select...

Household First Name:

Household Last Name:

or

Household Member ID:

Reset

Submit Changes

IMPORTANT: Hit the **TAB** key after each change in a field or the change may not be stored in the record.

After changes have been entered, go to the bottom of the page and

click on the **Submit Changes** button to save the change(s)

OR

click on the **Reset** button to refresh your screen back to the original data if you do not wish to save the change(s).

To continue to make changes on other member records click on **MICF** on the left-hand side again.

Note: Further information on Member Status can be found on page 39 and further information on Member Codes can be found on page 39.

Expire Date: This must be changed when dues are paid. Members are not automatically inactivated by the system.

Add Member

To add a New Member, click on **Add Member** on the menu to the left or at the bottom of the page.

The screenshot shows a web browser window titled "LWV | Support the League of Women Voters to strengthen our democracy". The address bar shows "https://member.lwv.org/addmember.asp". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with various icons, and a status bar at the bottom. The website header features the LWV logo and navigation links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the header is a banner with the text "LEAGUE OF WOMEN VOTERS Making Democracy Work". A secondary navigation bar includes NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. The main content area is titled "MY LEAGUE New Member" and contains a form with the following fields: Member Code (a 3-digit code), Prefix (a dropdown menu), First Name, Middle Name, Last Name, Phone Number, Email Address, Street Address, Apt/Suite #, City, State (a dropdown menu), Zip Code, Expire Date (mm/dd/yyyy), Birth Date (mm/dd/yyyy), Gender, and Join Date (mm/dd/yyyy). A green "Submit" button is located at the bottom of the form. On the left side of the form, there is a vertical menu with links: Update League, Update Officer, League Dues, MICF, Add Member (highlighted), Expire Dates, Roster, Summary Sheet, Message Center, Change Password, Your Home Page, Signout, and Email System. At the bottom of the page, there is a footer with links: News and Events, Project, Issues, Take Action, Library, For Members, About Us, Support Us, Join Us, Contact Us, Find a Local League, Login, Home, Privacy Policy, and a note "Engineered by General Systems Corporation".

1. Fill in all the information. The new member code in most cases will be "L1V". An explanation of member codes appears at the end of this manual.
2. Enter Expire Date and Join Date. You must enter four (4) digits for the year.
3. Press **Submit** to save the new member's information to the database.

The newly added member record is not immediately available. The record is put on HOLD until reviewed and validated by the National Office. After validation, the record is activated and will appear on the Active Roster. It may take 24 to 72 hours before a new member's record is available online.

Remember: Enter the record only one time.

Expire Dates

This page allows you to change the member expiration dates for all active members at one time.

You should take special note of the items below.

1. You **will not** be able to use this procedure if your League uses anniversary date for the expiration date. You will have to change those dates on each individual member record.
2. If you prorate member's expiration dates because they might have joined before or after your renewal period you will have to go into their records **after** you run the procedure and change their expiration date to the correct date.
3. This procedure will **only** change the expiration date of active local members, member type L1x, L2x, L3x, R1x, R2x, and R2x. It will **not change** the expiration date for National members or 50+ year members.
4. This procedure will set the day to the last day of the month for the month that you enter.

You **must** enter two characters in the month field and the full four digits in the year field.

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The screenshot shows a web browser window displaying the League of Women Voters website. The page title is "Support the League of Women Voters to strengthen our democracy." The URL is "http://192.168.60.189/ExpireDates.asp". The page features a navigation bar with links: ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the navigation bar is a banner for the "LEAGUE OF WOMEN VOTERS Making Democracy Work". The main content area is titled "MY LEAGUE" and contains a list of links on the left: Update League, Add Officer, League Dues, MICF, Add Member, Expire Dates, Roster, Summary Sheet, Message Center, Change Password, Your Home Page, Signout, and Email System. The "Expire Dates" link is highlighted. The main content area also contains a "Please Remember" section with five numbered instructions, followed by a form to set expiration dates for League OH999. The form has fields for "Month:" and "Year:" and a "Submit" button. The footer contains links for News and Events, Project, Issues, Take Action, Library, For Members, About Us, Support Us, Join Us, Contact Us, Find a Local League, Login, Home, Privacy Policy, and a note that the site is engineered by General Systems Corporation.

LEAGUE OF WOMEN VOTERS
Making Democracy Work

IN THIS SECTION

Update League

Add Officer

League Dues

MICF

Add Member

Expire Dates

Roster

Summary Sheet

Message Center

Change Password

Your Home Page

Signout

Email System

MY LEAGUE

Please Remember

1. You **will not** be able to use this procedure if your League uses anniversary date for the expiration date. You will have to change those dates on each individual member record.
2. If you prorate member's expiration dates because they might have joined before or after your renewal period you will have to go into their records **after** you run the procedure and change their expiration date to the correct date.
3. This procedure will **only** change the expiration date of active local members, member type L1x, L2x, L3x, R1x, R2x, and R2x. It will **not change** the expiration date for National members or 50+ year members.
4. This procedure will set the day to the last day of the month for the month that you enter.
5. You **must** enter two characters in the month field and the full four digits in the year field.

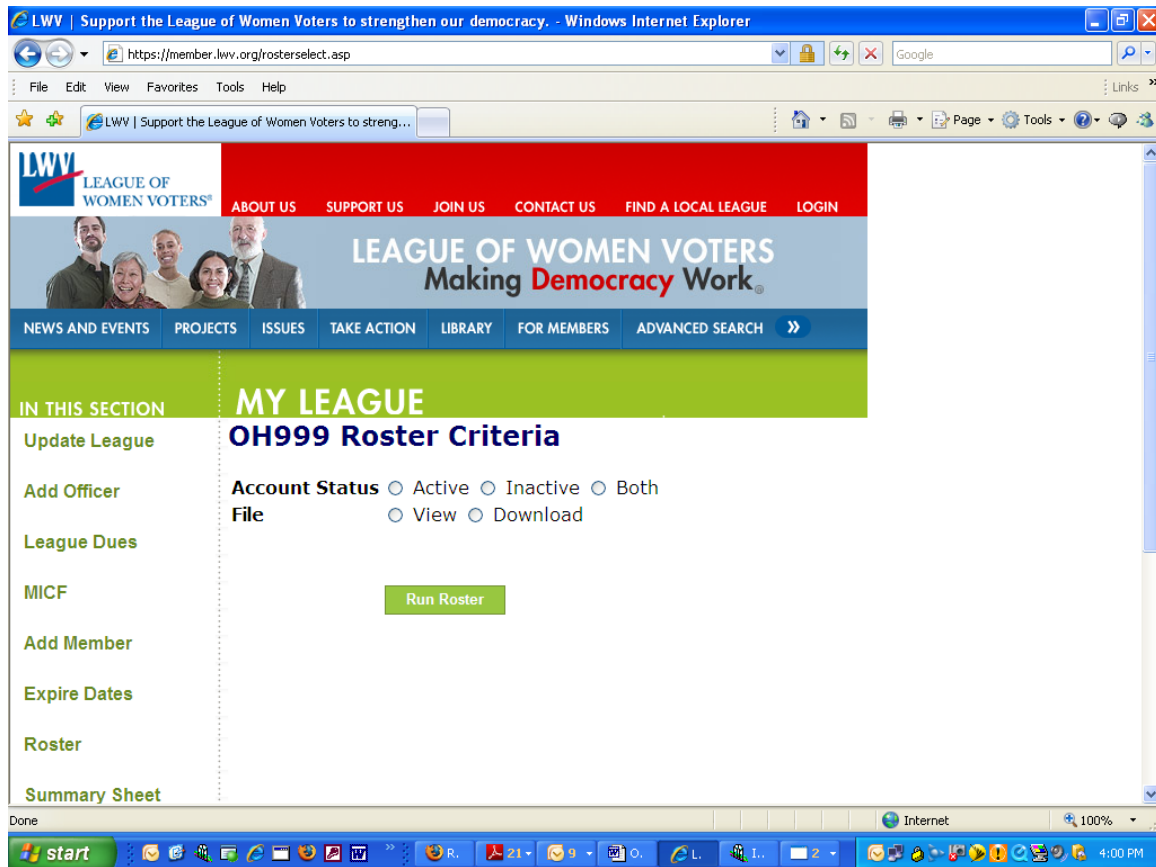
Set **ALL** Expire Dates for League **OH999** To:

Month: Year:

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us | Contact Us | Find a Local League | Login | Home | Privacy Policy | Engineered by General Systems Corporation.

Roster

Click on **Roster** which is on the left-hand side. You will see the following screen.



The options are:

Account Status – allows you to select your active members, inactive members or both. (Choose one below.)

- Account Status **Active** lists active members only.
- Account Status **Inactive** lists inactive members only.
- Account Status of **Both** lists active and inactive members.

File (Choose one below)

- **View** provides a formatted view of your roster on the screen.
- **Download** provides a file that can be saved to your computer to use in merges or mailing labels.

After making your choices for viewing your roster hit Run Roster

Viewing Your Roster Online

The roster will be in alphabetical order by last name. Give it a minute or two, the system must collect a great deal of information together to produce the roster. The more members the longer it will take.

https://www.lwv.webmembership.org/rosterfile.asp?rb_status=B&rb_file=0 - Microsoft Internet Explorer

Address: https://www.lwv.webmembership.org/rosterfile.asp?rb_status=B&rb_file=0

League of Women Voters Member Roster

LWV of Ohio Test - OH999 is your League Number

Mem. ID	Mem. Status	Mem. Type	Mem. Expire Date	Name	Address	Phone Number
1592136	I	L1V	1/1/2004	Mr. George W. Bush	1730 M Street, NW Washington, DC 20036	(202) 429-1965
1579452	I	L1V	1/1/2003	Mr. and Mrs. Ralph Crandall	53 Olive Garden Street Anywhere, OH 40000	
1592135	I	L1V	1/1/2004	Ms. Francine Harley	1730 M Street, NW Washington, DC 20036	(202) 429-1965 harley@lwv.org
1579451	A	L1V	7/31/2003	Ms. Olivia Haver	79013 Tara Road Anytown, OH 40000	ohaver@yahoo.com
1592134	I	L1V	1/1/2004	Mr. Robert James	1730 M Street, NW Washington, DC 20036	(202) 429-1965 pubsales@lwv.org
1585613	A	L1V	1/23/2004	Christy Jones	1234 Long Street NW Washington, DC 20013	(202) 269-8879 CJones@comcast.net
1593206	I		10/1/2004	Mrs. Janice Kraus	123 any Anywhere, OH	
1593207	I		10/1/2004	Mrs. Janice Kraus	123 any Anywhere, OH	
1593209	A	L1V	10/1/2004	Mrs. Janice Kraus	123 any Anywhere, OH	
1593208	I		10/1/2004	Mrs. Janice Kraus	123 any Anywhere, OH	

Done

Start | 5 Microsoft ... | Online Users ... | https://www... | League of W... | InfoMaker | 3:06 PM

Below is an example of an active and inactive member roster.

https://member.lwv.org/rosterfile.asp - Windows Internet Explorer

https://member.lwv.org/rosterfile.asp

File Edit View Favorites Tools Help

https://member.lwv.org/rosterfile.asp

League of Women Voters Member Roster

OH999 - is your League Number

Mem. ID	Mem. Status	Mem. Type	Mem. Expire Date	Name	Address	Bad Address Email	Phone Number League/MAL
1704510	I	L1V	01/12/2004	Motombe Assisi	1730 M Street, NW Washington,DC 20009	N lsallis@aol.com	(800) 777-8889 OH999:none
1704503	A	L1V	01/31/2009	Gerald XX Cassidy	1234 K Street, NW Washington,DC 20036	N	(202) 567-8911 OH999:none
1579452	I	R1V	11/01/2003	Mr. and Mrs. Ralph Crandall	53 Olive Garden Street, #2 Anywhere,OH 40000	N	OH999:none
1712373	I	L1V	12/31/2010	Jane Doe	1234 Main St Dublin,OH 11111	N	(123) 456-789 OH999/
1592135	A	L1V	01/01/2009	Ms. Francine Harley	1730 M Street, NW Washington,DC 20036	N	(202) 429-1965 OH999/
1579451	I	L2V	12/31/2006	Ms. Olivia Haver	79013 Tara Road Anytown,OH 40000	Y	(800) 111-2222 OH999:none
1592134	I	L1V	01/01/2004	Mr. Robert James	1730 M Street, NW Washington,DC 20036	N pubsales@lwv.org	(202) 429-1965 OH999:none
1657899	A	R3V	01/31/2009	Capt. Janice D. Kraus	8306d old courthouse road vienna,VA 22182	N	(301) 689-6625 OH999:none
1704515	I	L2V	12/31/2008	Old Mathusla	1234 East Capitol Street, NW Washington,DC 20001	N	OH999:none
1704514	A	L1V	01/31/2009	Chin Ho Ming	33225 U Street, NW	N	(202) 569-3159 x7

Done

Internet 100%

start

4:54 PM

The **Member ID** is the set of numbers in **blue** in the left-hand column.

You can go directly to a member's record by clicking the **Member ID**.

We are finding that many inactive members are rejoining the League. Before adding a new record, we suggest you select 'Both' in Account Status because you may find that individual's name as inactive in your League's records.

See the **MICF** Section (page 9) for instructions on changing information in the record.

To see the updated roster click on the Back button on your browser or hit the refresh button on your browser. The new information will appear in **RED** on the roster and will remain **RED** for thirty (30) days.

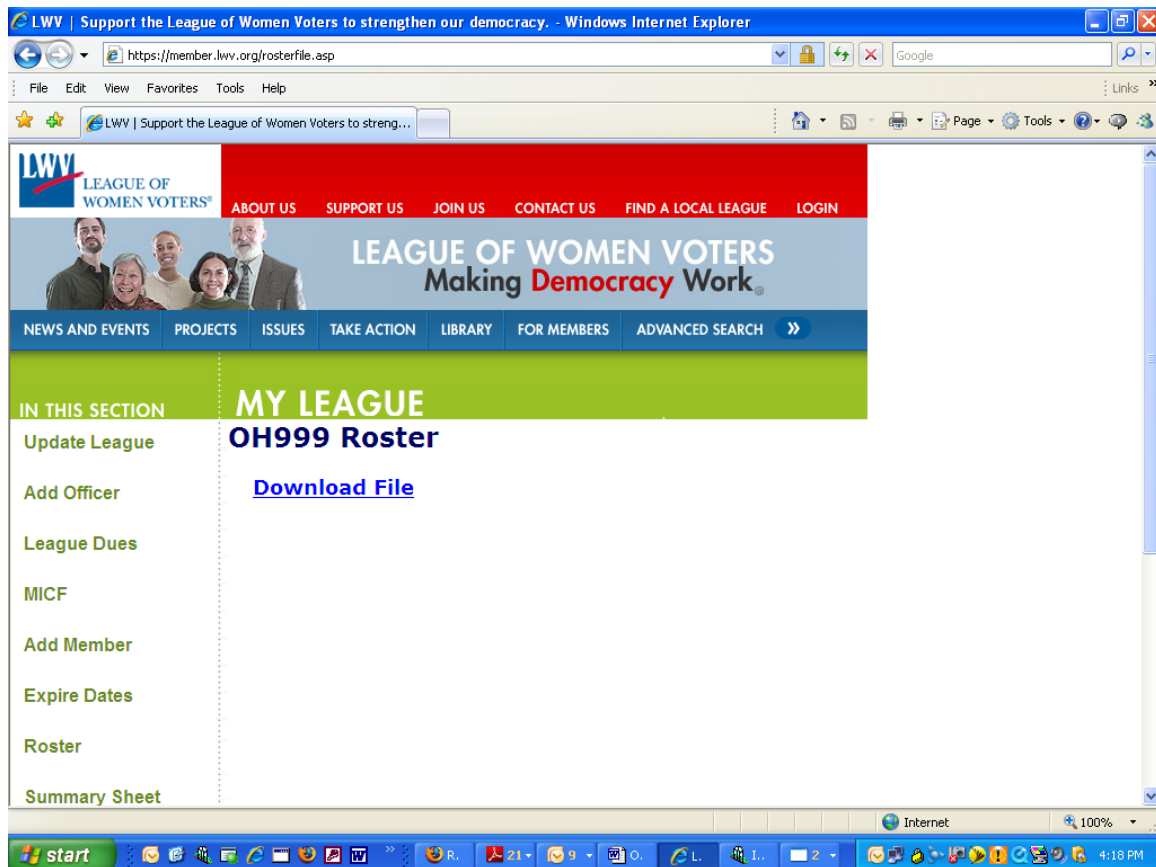
This is also where you would print a formatted copy of your roster. To print the roster, make sure you printer is set-up for LANDSCAPE mode.

Clicking the email address brings up your email software (which must be installed on your PC) and allows an email to be written and sent to the member.

Download Roster

Download provides a file that can be saved to your computer to use in merges or mailing labels. *It is not interactive and any changes made to this file are not saved in the Online Database.*

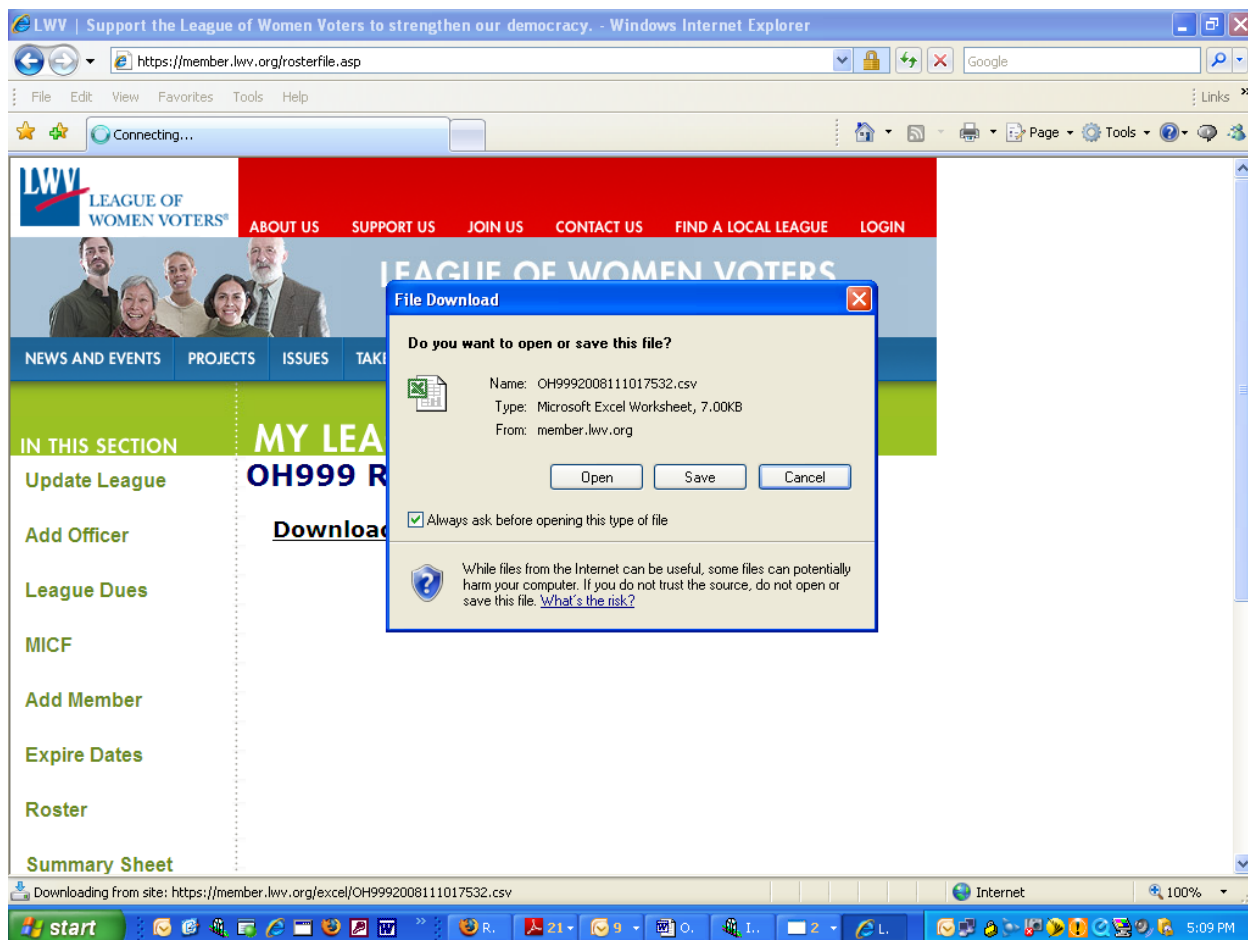
If you choose **Download** you will see the following screen.



Hit **Download File** and a comma-delimited (.csv) file is produced containing the names of local and national League members assigned to your League. This file can be opened in Excel as a spreadsheet.

When you hit download a “File Download” message will appear so you may select what to do with the file. See the image below.

Save this file on your hard-drive. Once it is on your hard-drive, open it in another software to manipulate the data for mailing labels or mail merges. ***This data is not interactive and any changes made to this data in another software IS NOT saved in the Online Database***



Householding Records

Each member must be correctly coded: L2V and L3V (refer to explanation of member codes on page 35). The member with the lower Member ID is usually the L2V.

The screenshot shows a Microsoft Internet Explorer browser window displaying the LWV webmembership.org micf.asp form. The browser's address bar shows the URL: https://www.lwv.webmembership.org/micf.asp?MemberID=15932068e=0329868. The form is titled "Change Householded Account" and includes a sub-instruction: "Use 'Add Member' to create a new account prior to adding to household." The form fields are as follows:

- Bad Address: ☒
- Street Address:
- Apt/Suite #:
- City:
- State:
- Zip Code:
- Country:
- Birth Date: (mm/dd/yyyy)
- Gender:
- Join Date: 01/01/2002

Below the form fields, there is a section for "Change Householded Account" with the instruction: "Use 'Add Member' to create a new account prior to adding to household." This section includes:

- Household Change:
- Household First Name:
- Household Last Name:
- or
- Household Member ID:

At the bottom of the form are "Reset" and "Submit" buttons. The footer of the page contains links: News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us | Contact Us | Find a Local League | Login | Home. It also mentions "Engineered by General Systems Corporation". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 3:12 PM.

1. Start at the View Roster screen
2. Click on the **Member ID** of the L2V member.
3. Scroll down the page to: **Change Household Account**
4. In the Household Change field choose **ADD** in the drop box.
5. Enter the L3V's Member ID OR name exactly as it appears on the roster.
6. Click on Submit Changes.

Summary Sheet

This link allows you to see your Summary Sheet numbers which are used for Per Member Payment (PMP) dues calculations. These numbers are static (do not change) from February through November. You can view these numbers at any time.

In November the data will be live numbers so you may see your membership information as you update your roster.

LWV | Support the League of Women Voters to strengthen our democracy. - Microsoft Internet Explorer

Address: <https://www.lwv.webmembership.org/Stats.asp>

LEAGUE OF WOMEN VOTERS
Making Democracy Work®

IN THIS SECTION

- Home
- Update League
- MICF
- Add Member
- Roster
- Message Center
- Set Password
- Session Signoff

LWV ONLINE SYSTEM

NOTE: The figures that appear here on February 1 are the numbers your July 2005-June 2006 Per Member Payment (PMP) Invoice will be based upon.

Please update your member records before February 1 to ensure you will be billed for the correct amount of members.

Summary Sheet (US)

League US000

Description	Current	On Hold	Total
Local Ind (L1,R1)	9	0	9
1st Household (L2, R2)	0	0	0
2nd Household (L3, R3)	0	0	0
National (N1,N2,N3,N4)	16	0	16
Honorary (L4,R4)	0	0	0
Student	0	0	0
Total	25	0	25

Done

Start | 5 Microsoft ... | Online Users ... | LWV | Supp... | League of W... | InfoMaker | Internet | 3:14 PM

Change Password

After you have successfully logged in, you may change your password to a password of your choice.
Hit Change Password.

Enter Current Password and New Password and Confirm your New Password, then hit **Submit Changes**.
Remember, your password is case sensitive, turn off your CAPS LOCK off.

The screenshot shows a Microsoft Internet Explorer browser window displaying the LWV webmembership.org/Password.asp page. The browser's address bar shows the URL. The page features the LWV logo and a navigation menu with links like ABOUT US, SUPPORT US, JOIN US, CONTACT US, FIND A LOCAL LEAGUE, and LOGIN. Below the navigation menu is a banner for the LEAGUE OF WOMEN VOTERS with the tagline 'Making Democracy Work'. The main content area is titled 'LWV ONLINE SYSTEM' and contains a 'Change Password' form. The form includes a message: 'Your new password must be 8 characters.' and three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. A 'Submit' button is located below the input fields. The left sidebar lists various links under the heading 'IN THIS SECTION', including Home, Update League, MICF, Add Member, Roster, Summary Sheet, Message Center, and Session Signoff. The footer contains a list of links: News and Events, Project, Issues, Take Action, Library, For Members, About Us, Support Us, Join Us, Contact Us, Find a Local League, Login, Home, and a note 'Engineered by General Systems Corporation'. The taskbar at the bottom shows the Start button, several open applications, and the system clock indicating 3:14 PM.

LWV | Support the League of Women Voters to strengthen our democracy. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address <https://www.lwv.webmembership.org/Password.asp>

Google Search Web 3345 blocked Options

LWV LEAGUE OF WOMEN VOTERS®

ABOUT US SUPPORT US JOIN US CONTACT US FIND A LOCAL LEAGUE LOGIN

LEAGUE OF WOMEN VOTERS
Making Democracy Work®

NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH »

IN THIS SECTION **LWV ONLINE SYSTEM**

Home
Update League
MICF
Add Member
Roster
Summary Sheet
Message Center
Session Signoff

Change Password

Your new password must be 8 characters.

Current Password:

New Password:

Confirm Password:

Submit

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us
Contact Us | Find a Local League | Login | Home
Engineered by General Systems Corporation

(1 item remaining) Downloading picture https://www.lwv.webmembership.org/Template.cfm_files/spacer.gif...

Start 5 Microsoft ... Online Users ... LWV | Supp... League of W... InfoMaker Internet 3:14 PM

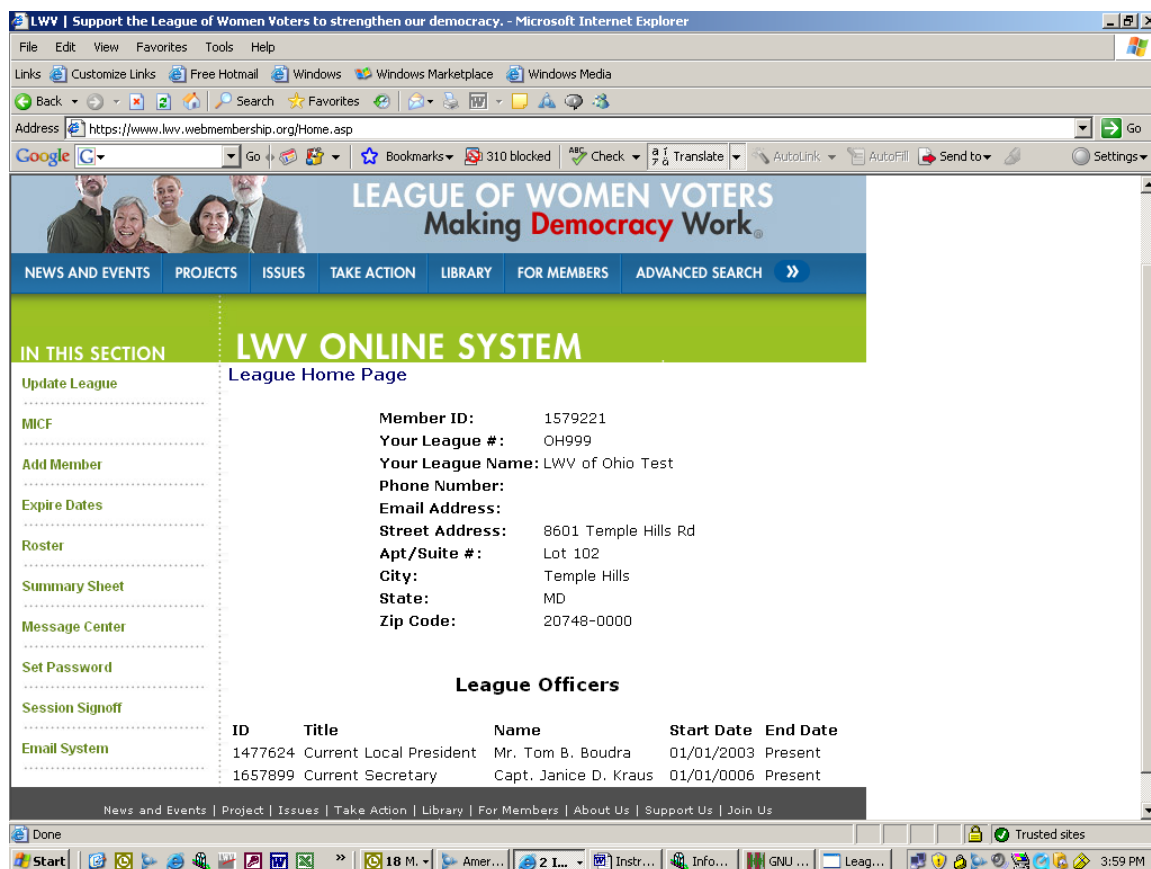
Email System

The system contains some pre-formatted templates for your use. You can copy these templates and edit them to suit your needs or you can create new emails.

The first step is to decide if you wish:

1. to use one of the templates or
2. to create a new email.

To access the email system click on the link **Email System** on the left of the screen. It is the last link.



Once you have decided whether you will use a template or create and email from scratch there are three main steps to creating your email and sending it out. They are:

1. Editing the Email
2. Selecting the Recipients
3. Preview the Recipients and Sending the Email.

The following pages will guide you through the process.

The first screen you will see is the **Job Page**. This page shows all the emails you have sent out and any templates that have been created for your use.

Home - Microsoft Internet Explorer

Address: <https://www.lwv.webmembership.org/MassEmail/Home.aspx>

LEAGUE OF WOMEN VOTERS
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NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH »

IN THIS SECTION

Email System Home

Return to Main System

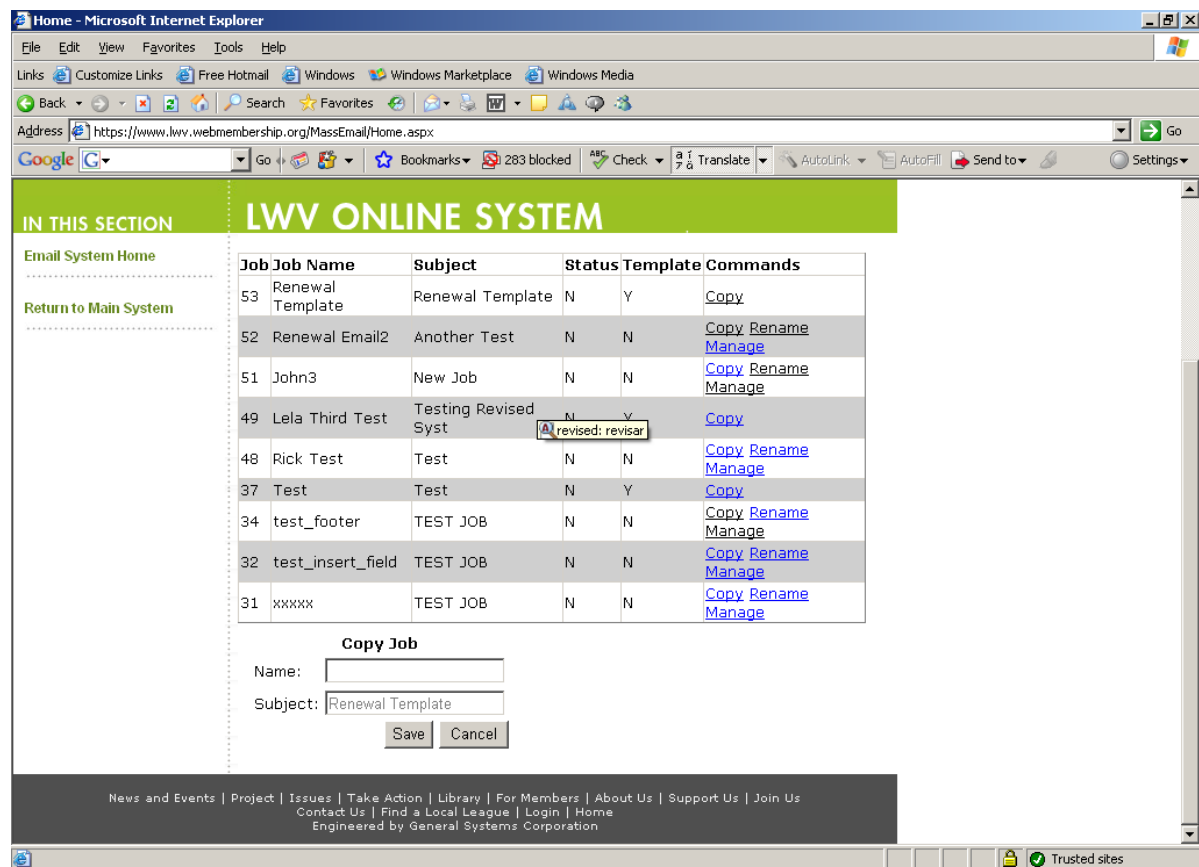
Job	Job Name	Subject	Status	Template	Commands
72	Betty Renewal 1 spr	xxxxxxx	N	N	Copy Rename Manage
71	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
70	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
69	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
68	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
67	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
66	membership renewal	Renewal Template	N	N	Copy Rename Manage
65	Betty Renewal 1 spr	Renewal Template	N	N	Copy Rename Manage
64	membership renewal 1	Renewal Template	N	N	Copy Rename Manage
63	Membership Renewal 1	Renewal Template	N	N	Copy Rename Manage
62	Membership Renewal 1	Renewal Template	N	N	Copy Rename Manage

Using a Template

If you will be using a template you would pick from the ones in the table.

The field ‘Template’ indicates whether it’s a template or not, **Y** for yes it is a template or **N** it is not.

You are only allowed to **Copy** templates therefore that is the only option available to you from the **Commands** field.

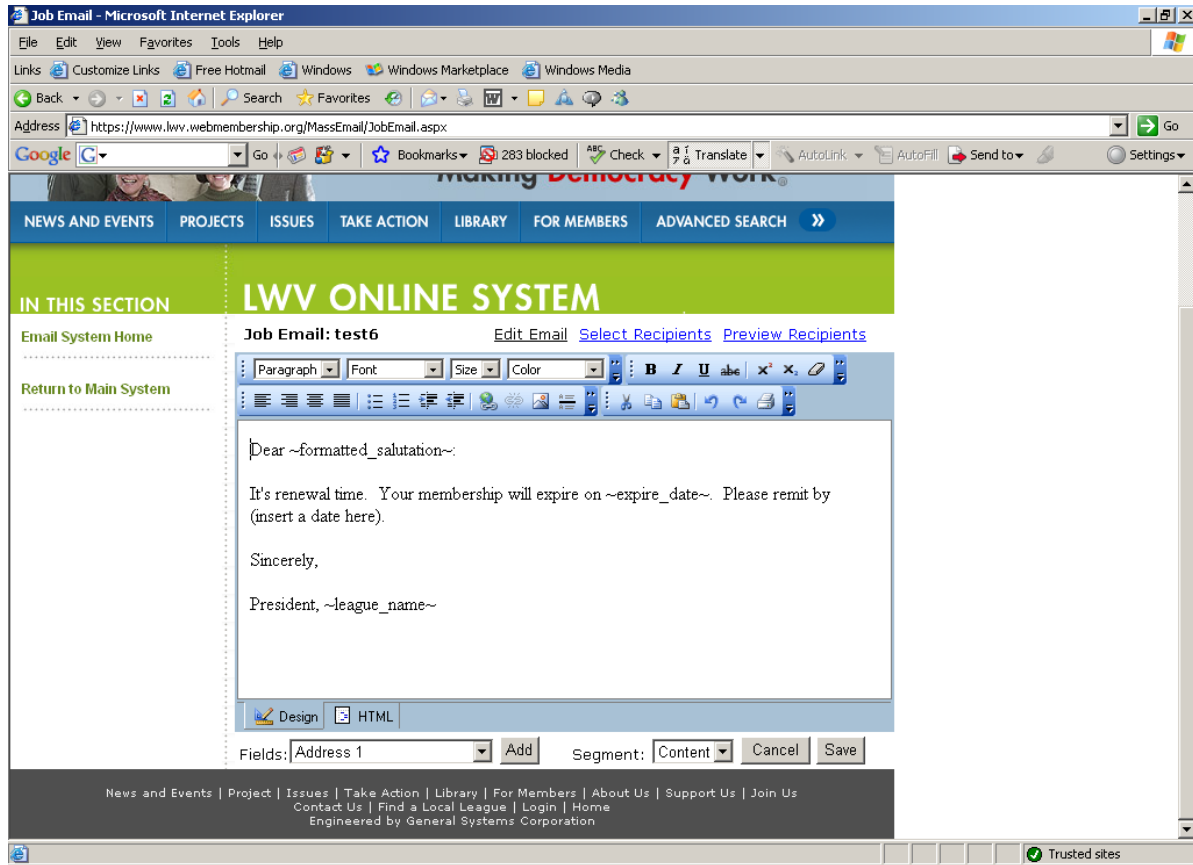


1. Select a template from the table.
2. Select **Copy** from the Commands column and a new screen will appear like the one above.
3. You will notice that at the bottom of the screen you will see the **Copy Job** heading and two fields, **Name** and **Subject**.
4. You would type in the new name of the job.
5. The subject cannot be edited because the system assumes that the subject of this email would be the same as the template.
6. Once you have done this hit the **Save** button. The new job is saved in the system and you are taken to the email edit screen to make any changes to the email. **The email edit screen is on page on the next page.**

Editing the Email

This screen allows you to add and change any of the information in the email you will be sending including inserting images, adding or deleting merge fields and creating internet links. An example is below.

The email edit screen looks a lot like any word processing software screen with a few additions. The additions are at the bottom of the screen. They are **Fields** and **Segment** and are explained below.



Segment

There are potentially three areas of the email. They are:

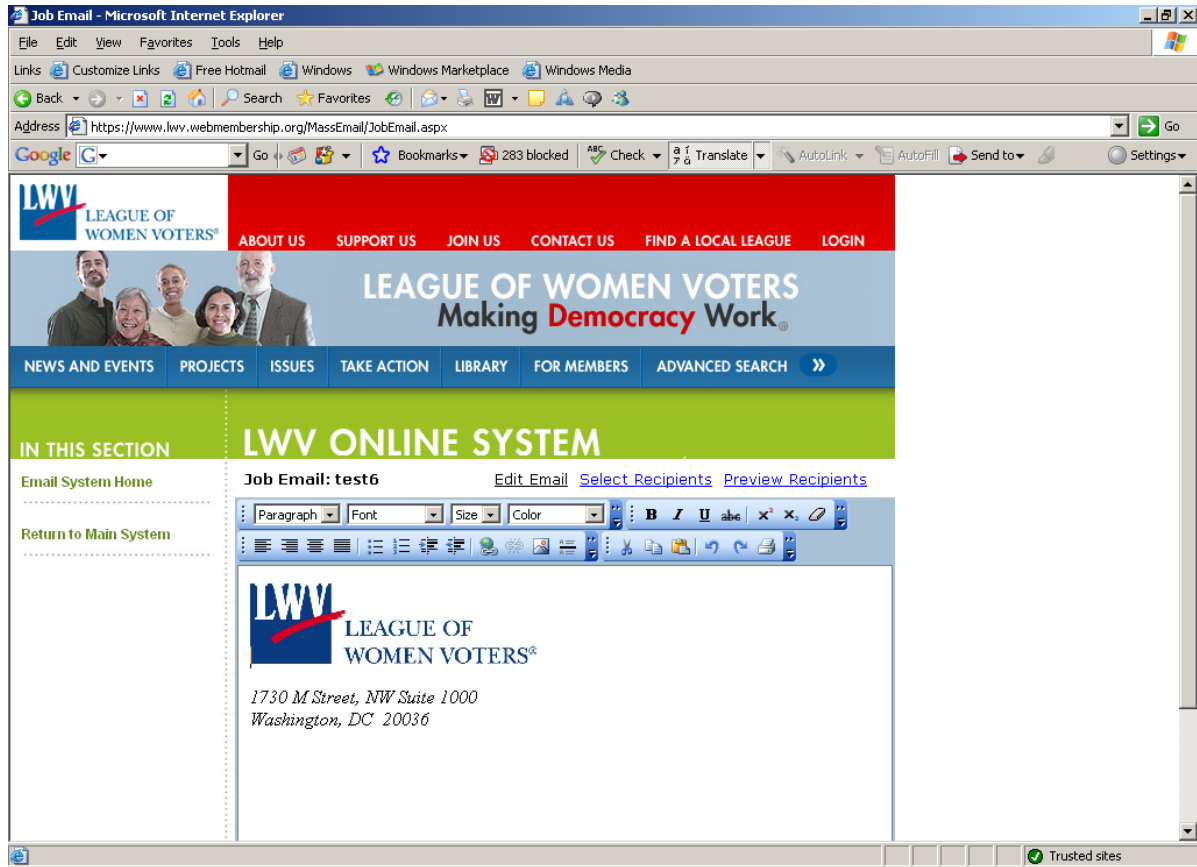
- Header-text or image you would like to appear at the top of each email. Could include your League logo and address.
- Content-body of the email
- Footer-text you would like to appear at the bottom of each email. This could include your League's address, phone number and any other contact information.

You do not have to include headers or footers but the functionality is there if you choose to use it.

The **Segment** field is a drop down list. The system's default **Segment** is Content. You would select Content to edit the body of the email (explained later in these instructions).

Creating a Header

1. Select Header from the **Segment** drop down list.
2. The system will take you to a blank email edit screen.
3. You would create your Header the way you would want it to appear in the email.
4. Once you have finished hit the **Save** button. You will see the Header again.



(Example below)

To see the **Content** again just select **Content** in the **Segment** drop down and the system will take to the **Content** screen.

Creating a Footer

You would follow the same procedure to create Footer.

Fields

Adding Merge Fields to the Email

At the bottom of the screen is a field named **Fields**. It is a drop down menu of all the fields that are available to you through the system to use like merge fields. All of this information is stored in the database.

To add additional fields you would:

1. Place your cursor (pointer) in the body of the email where you would like the field to appear.
2. Scroll through the list until you have found the field you want to use.
3. Click on the field and the field will be placed in your email where you placed your cursor.

Deleting Merge Fields

To delete any of the merge fields highlight the field you want deleted and hit your delete key on your keyboard.

Selecting the Recipients and Previewing the Records

Selecting the members you wish to receive your email is very simple. You can select any of the fields of the Select Recipient Screen.

State Leagues can choose what League in their state they would like to email. Local Leagues can only email the members in their League.

The screenshot shows a web browser window titled "Job Filters - Microsoft Internet Explorer". The address bar displays "https://www.lwv.webmembership.org/MassEmail/JobFilters.aspx". The page has a green header with "IN THIS SECTION" and "LWV ONLINE SYSTEM". Below the header, there are links: "Email System Home", "Return to Main System", "Job Filter Management", "Edit Email", "Select Recipients", and "Preview Recipients". The "Job Filter Management" section contains a "List of Filter Options" form. The form includes several checkboxes and dropdown menus for filtering email recipients. The checkboxes are: "Include this League ONLY:", "Include ONLY individual class types?", "Include ONLY members with status:", "Include expire dates between:", "Include join dates between:", "Include members type A who pay dues to:", "Include active presidents only?", "Include Congressional Districts between:", "Include Zip-5 between:", "Exclude bad addresses?", "Exclude deceased?", and "Exclude No Emails Wanted". The dropdown menus are: "CHOOSE ONE:", "Active", "LWVUS / N", and "and". At the bottom of the form are buttons for "Update", "Cancel", and "Preview". The footer of the page contains a navigation bar with links: "News and Events", "Project", "Issues", "Take Action", "Library", "For Members", "About Us", "Support Us", "Join Us", "Contact Us", "Find a Local League", "Login", and "Home". The status bar at the bottom shows the URL "http://www.lwv.org/AM/Template.cfm?Section=Issues&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=15&ContentID=728" and a "Trusted sites" icon.

Job Filters - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Back Forward Stop Search Favorites

Address <https://www.lwv.webmembership.org/MassEmail/JobFilters.aspx> Go

Google Go Bookmarks 283 blocked Check Translate AutoLink AutoFill Send to Settings

IN THIS SECTION

LWV ONLINE SYSTEM

Email System Home

Return to Main System

Job Filter Management Edit Email Select Recipients Preview Recipients

List of Filter Options

☒ Include this League ONLY: CHOOSE ONE:

☒ Include ONLY individual class types?

☐ Include ONLY members with status: Active

☐ Include expire dates between: and

☐ Include join dates between: and

☐ Include members type A who pay dues to: LWVUS / N

☐ Include active presidents only?

☐ Include Congressional Districts between: and

☐ Include Zip-5 between: and

☐ Exclude bad addresses?

☐ Exclude deceased?

☐ Exclude No Emails Wanted

Update Cancel Preview

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us
Contact Us | Find a Local League | Login | Home

<http://www.lwv.org/AM/Template.cfm?Section=Issues&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=15&ContentID=728> Trusted sites

To select your recipients:

1. Click on **Select Recipeints**. The following screen, **Job Filter Management**, will appear.
 - a. **State Leagues:** A state League may choose the name of the local League in their state to whom they wish to send an email.
 - b. **Local Leagues:** Local Leagues can send email to their local members only.
2. Select the fields you wish to filter for this email.
 - a. Some of the items contain drop down list for your selection or date fields. If you select these fields an item has to be selected from the drop down list or information has to be typed in the field for the selection to take place.
3. Hit the **Update** button for your selection to be extracted from the database.

You can see how many records were pulled by hitting the **Preview** button. This will show you the number of records that will be pulled for your selection. To do this just hit the **Preview** button and a screen like the following will appear.

The screenshot shows a web browser window titled "Job Filters - Microsoft Internet Explorer". The address bar displays "https://www.lwv.webmembership.org/MassEmail/JobFilters.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The main content area features a navigation bar with links: NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. Below this, a green banner reads "IN THIS SECTION" and "LWV ONLINE SYSTEM". The left sidebar contains links for "Email System Home" and "Return to Main System". The main content area is titled "Job Filter Management" and includes sub-links: "Edit Email", "Select Recipients", and "Preview Recipients". A "List of Filter Options" section contains several checkboxes and input fields for filtering email recipients. The "Preview" button is highlighted in the bottom right of the filter options section.

Job Filter Management [Edit Email](#) [Select Recipients](#) [Preview Recipients](#)

List of Filter Options

- ☒ Include this League ONLY: Ohio Test (OH999) (9)
- ☒ Include ONLY individual class types? (9)
- ☐ Include ONLY members with status: Active
- ☐ Include expire dates between: [] and []
- ☐ Include join dates between: [] and []
- ☐ Include members type A who pay dues to: LWVUS / N
- ☐ Include active presidents only?
- ☐ Include Congressional Districts between: [] and []
- ☐ Include Zip-5 between: [] and []
- ☐ Exclude bad addresses?
- ☐ Exclude deceased?
- ☐ Exclude No Emails Wanted

Update Cancel **Preview**

NOTE: In this process you will have selected criteria to filter out (exclude) from receiving your email. Therefore, as you go down the list the number in **red** is going to become smaller. The last number in **red** is the number of recipients that will receive your emails. An example of this is below.

The screenshot shows the 'Job Filter Management' page in the LWV Online System. The page is displayed in Microsoft Internet Explorer. The address bar shows the URL: <https://www.lwv.webmembership.org/MassEmail/JobFilters.aspx>. The page has a navigation bar with links: NEWS AND EVENTS, PROJECTS, ISSUES, TAKE ACTION, LIBRARY, FOR MEMBERS, and ADVANCED SEARCH. Below the navigation bar, there is a section titled 'IN THIS SECTION' with links: Email System Home and Return to Main System. The main content area is titled 'Job Filter Management' and includes links: Edit Email, Select Recipients, and Preview Recipients. The 'List of Filter Options' section contains the following filters:

- ☒ Include this League ONLY: Ohio Test (OH999) (9)
- ☒ Include ONLY individual class types? (9)
- ☐ Include ONLY members with status: Active
- ☐ Include expire dates between: [] and []
- ☐ Include join dates between: [] and []
- ☐ Include members type A who pay dues to: LWVUS / N
- ☐ Include active presidents only?
- ☐ Include Congressional Districts between: [] and []
- ☐ Include Zip-5 between: [] and []
- ☒ Exclude bad addresses? (5)
- ☒ Exclude deceased? (5)
- ☒ Exclude No Emails Wanted (4)

At the bottom of the filter options, there are three buttons: Update, Cancel, and Preview.

The number next to the **Exclude No Emails Wanted** field is the number of records that will be emailed.

You can change your selection as many times as you like by just changing the information in the fields or by checking or un-checking any of the selections.

Make sure you hit Update after each change is made to make sure the correct data is pulled for your email.

To see the records of the recipients hit the **Preview Recipients** link at the top of the page. You will get a screen like the one below.

Job Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Back Forward Stop Search Favorites

Address <https://www.lwv.webmembership.org/MassEmail/JobReport.aspx> Go

Google G Go 283 blocked Check Translate AutoLink AutoFill Send to Settings

LWV LEAGUE OF WOMEN VOTERS® ABOUT US SUPPORT US JOIN US CONTACT US FIND A LOCAL LEAGUE LOGIN

LEAGUE OF WOMEN VOTERS
Making Democracy Work®

NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH »

IN THIS SECTION **LWV ONLINE SYSTEM**

[Email System Home](#)

[Return to Main System](#)

Job Report: xxxxx [Job](#) [Edit Email](#) [Select Recipients](#) [Preview Recipients](#)

Preview

Member ID	Full Name	Status	Join Date	Expire Date	Send Status
League ID	Email Address	Type			
1579452 OH999	Mr. and Mrs. Ralph Crandall jkraus@hotmail.com	I R1V	01/01/2002	11/01/2003	Q
1592134 OH999	Mr. Robert James pubsales@lwv.org	I L1V		01/01/2004	Q
1592135 OH999	Ms. Francine Harley fharley@lwv.org	I L1V		01/01/2004	Q
1592136 OH999	Mr. George Washington janice.kraus@hotmail.com	A N1V		12/31/2006	Q

1

4 records

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us
Contact Us | Find a Local League | Login | Home
Engineered by General Systems Corporation

http://www.lwv.org/AM/Template.cfm?Section=Join_Us Trusted sites

Sending the Email

Once you have completed the selection process for recipients and previewed the records you are ready to send the email.

Job Home - Microsoft Internet Explorer

Address: <https://www.lwv.webmembership.org/MassEmail/JobHome.aspx>

LEAGUE OF WOMEN VOTERS
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NEWS AND EVENTS PROJECTS ISSUES TAKE ACTION LIBRARY FOR MEMBERS ADVANCED SEARCH >>

IN THIS SECTION

LWV ONLINE SYSTEM

[Email System Home](#) Job Home: xxxxxx [Edit Email](#) [Select Recipients](#) [Preview Recipients](#)

Email Message

[Return to Main System](#)

Email address of sender:

Results

Last Run ID:	291
Last Preview Date / Run Date:	03/10/2007 02:19:06pm
Run End Date:	
Sent Count:	
Rejected Count:	
Undeliverable Count:	
SPAM Count:	
Bad Format Count:	
Requests NO EMAIL Count:	
Total Click Count	

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us
Contact Us | Find a Local League | Login | Home
Engineered by General Systems Corporation

1. Hit the **Job** link at the top of the page. It will take you to a screen like the one below.
3. Enter your League's or your email address in the **Email address of sender** field. Any replies to your email will be sent to the address in the box.
4. Hit the **Send Email** button and your email will be sent to the recipients you selected.

Once your email has been sent you can go back to see how well your email performed by hitting the **Job** button and clicking on the job. This is a record of the job.

Creating an Original New Email

To create an original email message, the process is very similar to the process utilizing a template. The difference here is that you may change the **Subject** of the message which enables you to keep a good record of your messages.

You can do one of three things.

1. Copy the job that you would like to create or rename an existing job. If you choose to copy the job you will be allowed to rename the job but not change the subject of the job.
2. Rename the job you will be allowed to change the name and the subject.
3. Manage the job allows you to send the exact same email but you will be allowed to change the recipients.

Remember: Select a job from this table which has an N in the template column.

ID	Name	Job	Template	Actions
32	test_inser_neid	TEST JOB	N	Manage
31	xxxxxx	TEST JOB	N	Copy Rename Manage
28	test_after_rack_jdk2	TEST JOB	N	Copy Rename Manage
27	test_after_rack_6	TEST JOB	N	Copy Rename Manage
26	test_after_rack_5	TEST JOB	N	Copy Rename Manage
25	test_after_rack_4	TEST JOB	N	Copy Rename Manage
24	test_after_rack_3	TEST JOB	N	Copy Rename Manage
23	test_after_rack_mwb	TEST JOB	N	Copy Rename Manage
22	test_after_rack	TEST JOB	N	Copy Rename Manage
15	test11062006b	TEST JOB	N	Copy Rename Manage
14	test_11062006	TEST JOB	N	Copy Rename Manage
12	test_oh999	TEST JOB	N	Copy Rename Manage

Update Job

Name:

Subject:

News and Events | Project | Issues | Take Action | Library | For Members | About Us | Support Us | Join Us
Contact Us | Find a Local League | Login | Home
Engineered by General Systems Corporation

Suggested Method:

1. Click on Rename to change the Name and Subject of your email message.
2. Scroll to the bottom of the page and enter the Name and the Subject of your message.
3. Hit the Save button to keep the entries. Hit the Cancel button to change the method or entries you've made.
4. After you have saved this job, you may follow the steps under Using the Template to:
 - I. Edit the Email
 - II. Select Recipients
 - III. Preview Recipients
 - IV. Send the Email
 - V. Review the Job

Signout

Signout ends the users online session. It is important to log out of the session when work is complete in order to help ensure the security of the system. **Signout** returns the user to the Member Login page.

Member Codes

Choose one from each of the following categories to determine the three digit member code:

For example, L1V, L2V, R1V, L1N, L1M, S1V

DUES PAYMENT (first digit)

- | | | |
|---|---|--|
| L | = | Member pays dues to local League. Full PMP owed to LWVUS. |
| R | = | Member recruited by LWVUS, now pays dues to local League. |
| N | = | Member pays dues to LWVUS. League pays no PMP to LWVUS. |
| S | = | Student Member pays dues to local League. Half PMP rate owed to LWVUS. |

MEMBER TYPE (second digit)

- | | | |
|---|---|---|
| 1 | = | Individual member. Full PMP owed to LWVUS for “L” and “R” members.
If student member, half of PMP rate is owed to LWVUS. |
| 2 | = | First household member. Full PMP owed to LWVUS for “L” and “R” members. |
| 3 | = | Additional household member. Half PMP owed to LWVUS for “L” and “R” members. |
| 4 | = | Honorary 50 year member. No PMP owed. |

VOTING STATUS (third digit)

- | | | |
|---|---|--|
| V | = | Voting member (US citizen over 18-years old) |
| N | = | Nonvoting member, non-citizen *See <i>NOTE</i> below. |
| M | = | Nonvoting member, under 18 years old *See <i>NOTE</i> below. |

***NOTE: ASSOCIATE MEMBER**

An Associate is a dues-paying member but is under 18-years old or is a non-US citizen.

Sample member codes are: S1N, S1M, S2N, L1N, R1N, N1N, N2N, R2N, L2N, L3N

Member Status Codes

There are three codes:

- Active
- Inactive
- Deceased